APRIL/MAY 2024

CSEL35 — COMPUTER ORIENTED OFFICE AUTOMATION

Time : Three hours Maximum : 75 marks

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SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is an operating system software?
2. What are clients?
3. What is wrapping style in word?
4. What is anchoring in word document?
5. How do you insert delete and rename worksheet in MS Excel?
6. Which menu is used to insert delete or rename column?
7. Which tab is used to insert picture in a table?
8. What is the shortcut to insert a table in Word?
9. What is Crop?
10. What does resizing an image do?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Write a short note on software application.

Or

(b) Explain the browsers.

12. (a) How will you do Border and Shading in MS word document?

Or

(b) How will you insert Columns-Header and foot - and Footnotes in MS word?

13. (a) Write a short note on entering and editing text in Excel.

Or

(b) Write a short note on reprinting worksheet and creating charts.

14. (a) How to insert sound and movies in Power Point preparation?

Or

(b) Explain the adding graphics to power point.

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15. (a) Describe the creating special effects in photoshop.

Or

(b) Discuss about shortcut key available in photoshop for tools.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Mention the function of the operating system.

17. Explain the creating master document.

18. List the salient features of EXCEL. How will you create chart in Excel?

19. Describe the adding effects to power point.

20. Explain the resizing, cropping and working with images in Photoshop.

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